

# **5 FAH-2 H-250 SPECIAL FORMAT REQUIREMENTS**

*(TL:TEL-1; 07-01-1998)*

## **5 FAH-2 H-251 SPECAT—MILITARY SPECIAL CATEGORY**

*(TL:TEL-1; 07-01-1998)*

*(Uniform State/USAID/USIA)*

SPECAT (special category) is a transmission method used by the military to restrict dissemination of sensitive information. Consult the user's manual for IPC's telegraphic processor for specific format requirements. If the user's manual has no SPECAT format instructions, use the following guidance.

### **5 FAH-2 H-251.1 Military Address Pattern**

*(TL:TEL-1; 07-01-1998)*

*(Uniform State/USAID/USIA)*

If the telegram is drafted by the post's DAO and addressed to a military activity, SPECAT must appear after the classification on the first line of the pseudo header and after the classification one line after the last addressee. See 5 FAH-2 H-251 Exhibit H-251.1.

### **5 FAH-2 H-251.2 Civilian Address Pattern**

*(TL:TEL-1; 07-01-1998)*

*(Uniform State/USAID/USIA)*

If the message is drafted by a Department office and addressed to other Department missions and military activities, the message combines the basic format of an outgoing Department telegram with the military format. See 5 FAH-2 H-251 Exhibit H-251.2.

## **5 FAH-2 H-252 AMADS REQUIREMENTS**

*(TL:TEL-1; 07-01-1998)*

*(Uniform State/USAID/USIA)*

AMADS (Automated Message Analysis and Dissemination System), the telegraphic processor used in the Main State Messaging Center, disseminates telegrams based upon captions (listed in 5 FAH-2 H-440), attention indicators, passing instructions, TAGS, Subject Terms and Key Words. To ensure that telegrams addressed to the Department are

delivered to the correct addressee, drafters must spell handling instructions and TAGS exactly as shown in Foreign Affairs Handbooks and spell correctly all words and names on the attention indicator lines.

## **5 FAH-2 H-252.1 Handling Instructions**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

The Main State Messaging Center (IRM/OPS/MSO/MSMC) recommends that drafters use captions and attention indicators with individual office symbols followed by an individual's name to route the telegram to specific offices or officers.

### **5 FAH-2 H-252.1-1 Captions**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

a. Whenever possible, drafters should assign a single caption to route a telegram most effectively. If a message contains a Special Handling Caption, AGREEMENT CHANNEL, DIRGEN CHANNEL, NODIS, ROGER CHANNEL, or STADIS, this caption must appear alone as the first caption. If more than one caption is used, each caption occupies a separate line.

b. STADIS may be used with EXDIS and LIMDIS. However, the most restricting caption must appear first on a line by itself, other captions should be placed on separate lines below.

### **5 FAH-2 H-252.1-2 Official Informal**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

OFFICIAL INFORMAL must appear on the caption line and on the SUBJECT line followed by an attention indicator for a particular office or bureau. AMADS will then disseminate OFFICIAL INFORMAL telegrams to the indicated office and S/S-O. If a telegram carries an additional caption, the dissemination profile for that caption may take precedence over the OFFICIAL INFORMAL dissemination profile. See 5 FAH-2 H-252 Exhibit H-252.1-2.

### **5 FAH-2 H-252.1-3 Attention Indicators**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

a. On telegrams with an attention indicator (such as DEPT FOR EUR/EX, FOR M/P, etc.) and no caption, action will be assigned to the indicated office, regardless of the subject of the telegram. Also, the first

office among multiple offices is the action office. In the example, “FOR EUR/EX, A/FBO, IM/MSO,” the action office is EUR/EX.

b. An individual’s name must ALWAYS be preceded by an office designation, unless the individual is the Secretary or a principal officer. Example: FOR EUR/EX JANE SMITH.

c. ONLY telegrams are distributed to the captioned office and S/S-O exclusively. On ONLY telegrams, the attention indicator FOR should be followed by the office symbol, the word “ONLY,” and the name of the intended individual. Example: FOR EUR/EX ONLY MIKE JONES. If captions are used with ONLY, the dissemination profile for the caption may take precedence over the ONLY dissemination.

## **5 FAH-2 H-252.2 TAGS**

(TL:TEL-1; 07-01-1998)  
(Uniform State/USAID/USIA)

The TAGS line is examined for dissemination cues, in conjunction with other factors such as attention indicators or Subject Terms, before final distribution is made. The basic TAGS rules are summarized below.

(1) At least one Subject TAGS is required for Department of State messages; TAGS are not used for AIDAC, ADM AID, USIA, or TOPEC captioned telegrams.

(2) Use only those TAGS listed in 5 FAH-3, *TAGS/Terms Handbook*.

(3) Use the TAGS most relevant to the subject matter of the telegram. If more than one TAGS is used, the first one listed is the primary identifier for the subject matter of the telegram.

(4) Program TAGS (K TAGS) may be used with a Subject TAGS, but not as a substitute.

(5) Names and organizations may appear on the TAGS line, but only after the Subject TAGS. Enclose names in parentheses in the order of: last name, first name, middle initial, i.e., (DOE, JOHN M), (DOE, JANE S).

## **5 FAH-2 H-252.3 Subject Line**

(TL:TEL-1; 07-01-1998)  
(Uniform State/USAID/USIA)

The subject line can provide helpful dissemination cues if the drafter uses Terms listed in the TERMDEX of 5 FAH-3, *TAGS/Terms Handbook*. AMADS is programmed to search the subject line for action responsibility and dissemination cues as requested by Department offices or other agencies.

## **5 FAH-2 H-253 ZEN FORMAT**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

The operating signal ZEN indicates nontelegraphic delivery, for example, to an addressee without a telegraphic circuit or a minimize post. List the addressee as info or action, as appropriate, preceded by the operating signal "ZEN." See 5 FAH-2 H-253 Exhibit H-253 for an example.

### **5 FAH-2 H-253.1 Pouch**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

The opsign ZEN, used in conjunction with the handling symbol POUCH, indicates the telegram will be delivered by unclassified pouch or diplomatic courier pouch to the designated addressee. UNCLASSIFIED and SBU telegrams may be sent by unclassified pouch or U.S. mail. Classified and SBU NOFORN telegrams should be registered and sent via diplomatic courier pouch or U.S. controlled postal facilities in accordance with the regulations for other documents of similar classification or control designation.

### **5 FAH-2 H-253.2 Fax**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

As of September, 1995, the Department no longer uses Direct Relay procedures to forward telegraphic text from posts abroad to organizations or individuals outside the DTS network. Facsimile services present a viable alternative and are available worldwide. If a telegram is delivered via fax, mark the telegram as outlined in 5 FAH-2 H-253 above.

## **5 FAH-2 H-254 CASUALTY MESSAGE**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

A Casualty Message is an official telegram that formally conveys information regarding the death of an American citizen abroad. A Casualty Message is addressed to the Department with passing instructions FOR CA/OCS/ACS. Specific guidelines for composing the message can be found in 7 FAM 224 Exhibit 224A.

## **5 FAH-2 H-255 THROUGH H-259 UNASSIGNED**

# 5 FAH-2 H-251 Exhibit H-251.1

## OUTGOING SPECAT TELEGRAM, MILITARY ADDRESS PATTERN

(TL:TEL-1; 07-01-1998)  
(Uniform State/USAID/USIA)

CONFIDENTIAL SPECAT  
DAO 1/1/99  
DATT:JPJONES  
OPSCO:GPYLE  
NONE  
DAOO

APV:

DFT:

USDAO ABIDJAN IV  
DIA WASHDC//DOR-1B

CONFIDENTIAL SPECAT PASS TO COL ROGERS

SERIAL: (U) IIR 1 234 0056 96

COUNTRY (U) U.S.

SUBJECT: SPECAT INSTRUCTIONS

CITE: 0078

1. (U) THIS IS AN EXAMPLE OF A SPECAT TELEGRAM DRAFTED BY A MILITARY OFFICE AT A DEPARTMENT EMBASSY OVERSEAS AND ADDRESSED ONLY TO MILITARY FACILITIES. THE PSEUDO HEADER MUST FOLLOW DEPARTMENT CONVENTIONS, BUT THE TEXT OF THE MESSAGE, INCLUDING HANDLING INSTRUCTIONS, FOLLOWS MILITARY FORMAT. NO TAGS ARE USED.

2. (U) DECLASSIFICATION INSTRUCTIONS APPEAR AT THE END OF THE TELEGRAM. CLBY MEANS CLASSIFIED BY; RADM IS THE AKA OF THE CLASSIFYING AUTHORITY; THE REASON CORRESPONDS TO THE PARAGRAPH IN E.O. 12958; DECLON MEANS DECLASSIFY ON.

3. (C) THIS EXAMPLE IS CLASSIFIED FOR EXHIBIT PURPOSES ONLY. THIS HANDBOOK CONTAINS NO CLASSIFIED INFORMATION.

CLBY/RADM JSWALDO USN  
REASON: 1.5(A)  
DECLON: 01 JAN 2000##

**CLASSIFIED FOR EXHIBIT PURPOSES ONLY**

# **5 FAH-2 H-251 Exhibit H-251.2**

## **OUTGOING SPECAT TELEGRAM, CIVILIAN ADDRESS PATTERN**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

CONFIDENTIAL SPECAT EXCLUSIVE

APV:

DAO: 1/1/99

AMB: DMATTHEWS

DFT:

OPSCO: GPYLE

DATT:JPJONES

CLR:

EXDI

AMEMBASSY ABIDJAN

DIA WASHDC//DOR-1B

INFO SECSTATE WASHDC

EXDIS

MILITARY ADDRESSEE TREAT AS SPECAT EXCLUSIVE

E.O. 12356: DECL: 2/3/99

TAGS: MARR, PREL

SUBJECT: SPECAT INSTRUCTIONS

REF: A) STATE 19845 B) HQUSAF WASHDC 312359Z DEC 97

CLASSIFIED BY: AMB DAVE MATTHEWS. REASON: 1.5(A)

1. (U) THIS IS AN EXAMPLE OF AN EXDIS/SPECAT EXCLUSIVE TELEGRAM ADDRESSED TO BOTH A MILITARY AND DEPARTMENT ADDRESSEE. NOTE THE PLACEMENT OF THE EXDIS CAPTION AND THE SPECAT HANDLING INSTRUCTION. IF A DEPARTMENT FACILITY IS AN ADDRESSEE, FORMAT THE TELEGRAM PER DEPARTMENT REGS AND PLACE THE SPECAT OR SPECAT EXCLUSIVE HANDLING INSTRUCTION AFTER THE CLASSIFICATION ON THE FIRST LINE SO THE TELEGRAPHIC PROCESSOR INSERTS THE SECURITY WARNING OPSIGN /BBBBB ON FL-4. ALSO, IF THE TELEGRAM IS ADDRESSED TO A DEPARTMENT ADDRESSEE, THE AMBASSADOR IS THE APPROVING OFFICER AND CLASSIFICATION AUTHORITY.

2. (C) THIS EXAMPLE IS CLASSIFIED FOR EXHIBIT PURPOSES ONLY. THIS HANDBOOK CONTAINS NO CLASSIFIED INFORMATION.  
MATTHEWS##

**CLASSIFIED FOR EXHIBIT PURPOSES ONLY**

**5 FAH-2 H-252 Exhibit H-252.1-2  
OUTGOING OFFICIAL INFORMAL  
TELEGRAM**

*(TL:TEL-1; 07-01-1998)  
(Uniform State/USAID/USIA)*

CONFIDENTIAL  
PROG 12/9/96  
AMB: JSMITH  
DCM: MJONES  
NONE  
DCMX

APV:

DFT:

AMEMBASSY SOFIA  
SECSTATE WASHDC

OFFICIAL INFORMAL

E.O. 12958: DECL: 1/5/99  
TAGS: PGOV, KDEM, BU  
SUBJECT: OFFICIAL INFORMAL-FOR EUR JOHN DOE

CLASSIFIED BY: AMBASSADOR JANE SMITH; REASON: 1.5 D

1. (U) THIS O/I IS MARKED CLASSIFIED FOR EXHIBIT  
PURPOSES ONLY.

2. (C) THIS HANDBOOK DOES NOT CONTAIN ANY CLASSIFIED  
INFORMATION.

SMITH##

**CLASSIFIED FOR EXHIBIT PURPOSES ONLY**

# 5 FAH-2 H-253 Exhibit H-253

## SAMPLE OUTGOING ZEN TELEGRAM

(TL:TEL-1; 07-01-1998)  
(Uniform State/USAID/USIA)

UNCLASSIFIED  
PROG 11/16/96  
AMB:DMATTHEWS  
ADM:BFRANKLIN  
RSO:DHARRY, DAO:GWASHINGTON  
ADMX RSO DAO

APV:

DFT:

CLR:

AMEMBASSY PARIS  
SECSTATE WASHDC, PRIORITY  
INFO AMEMBASSY DAKAR  
ZEN AMEMBASSY BISSAU POUCH  
ZEN AMEMBASSY PRAIA

2.

DEPT FOR AF/EX

DAKAR FOR AMBASSADOR MOOSE

E.O. 12958: N/A  
TAGS: APER  
SUBJECT: POST STAFFING PATTERN

1. THIS IS A SAMPLE OUTGOING TELEGRAM DEPICTING ZEN  
FORMAT. IN THE DRAFT TELEGRAM THERE IS NO SLANT (/)  
BETWEEN ZEN AND THE ADDRESSEE. TERP V INSERTS THE  
SLANT (/) AFTER FORMATTING THE OUTGOING TELEGRAM FOR  
TRANSMISSION.

2. IN THIS EXAMPLE BISSAU WILL RECEIVE THE MESSAGE  
IN THE UNCLASSIFIED POUCH, PRAIA WILL RECEIVE THE  
MESSAGE VIA ANOTHER NONTELEGRAPHIC MEANS, WHICH IS  
NOT SPECIFIED.  
MATTHEWS##